



GUIDELINES FOR TRAINING REQUIREMENTS IN LICENSED DAY CARE HOMES AND GROUP DAY CARE HOMES

Licensed Day Care Home Initial Requirements to be completed no later than 60 days following application.

K.A.R. 28-4-114(k) requires

(1) Five sessions of observations, not less than 2 ½ consecutive hours per observation, in a licensed day care home, group day care home or child care center which has been in continuous operation for three or more years. Observations shall be planned so that all daily activities (morning, lunch, nap, late afternoon) can be observed;

or

(2) a child development associate credential;

or

(3) fifteen hours of directed readings, videotapes or attendance at workshops or membership meetings on child care topics;

or

(4) employment for not less than three months in a licensed day care home, group day care home or child care center which had been in continuous operation for three or more years.

Group Day Care Home Initial Requirements to be completed no later than 60 days following application.

K.A.R. 28-4-114(l) requires

(1) Six months' supervised employment in licensed facilities with children of the same age as enrolled in the group day care home;

or

(2) five sessions of observations for not less than 2 ½ consecutive hours per session in a licensed group day care home or child care center which has been in continuous operation for three or more years, and 10 hours of directed readings, video tapes or attendance at workshops or membership meetings on child care topics;

or

(3) a minimum of three semester hours of academic credit or equivalent training in child development, early childhood education, and curriculum resources, and supervised observation in high school or college or three months' work experience with children of the same age as enrolled in the group day care home;

or

(4) a child development associate credential;

or

(5) the requirements for a program director of a child care center as specified in K.A.R. 28-4-429.

Licensed Day Care Home/Group Day Care Home Renewal Requirements must be obtained within the licensing year.

K.A.R. 28-4-114(m) Any combination of 5 hours of in-service training, directed readings; or video tape viewing;

or

current accreditation by the National Association for Family Day Care.

1. K.A.R. 28-4-128(f) requires first-aid training for all persons 16 years of age and older who regularly care for children. First Aid Training needs to be completed one time and applies to all regulated child care facilities in Kansas. Documentation needs to be on file. If workshops are not available video tapes or readings can be used to meet this requirement. If the training is provided by an organization other than the health department or Red Cross the curriculum should be approved for content by the Kansas Department of Health and Environment. Clock hours for first aid training can be included in the required in-service hours.
2. The licensee and all primary providers are required to meet the training requirements. This includes the licensee whether or not she/he works directly with the children, and all other care providers 18 years of age and older who work with the children on a regular and on-going basis.
3. Substitute providers work in place of primary providers who are normally scheduled to work but who can not work due to illness, appointments, etc. Substitute providers for extended absences need to meet first aid and initial training requirements listed under K.A.R. 28-4-114(k). Substitutes for extended absences are not required to meet re-licensing training requirements.
4. Temporary substitutes and second persons in a group day care home who are sixteen or seventeen years old are only required to have first aid training if they regularly care for children. They are not required to meet other in-service requirements as they can not be left alone with the children for more than 10 hours/week.
5. If the licensee or primary care provider moves from one location to another, training requirements for re-licensing can be accepted instead of the initial training requirements if the move occurs within three months and there is no change in the license category. Otherwise initial training requirements will need to be met.

Workshops inviting open enrollment for providers in multiple counties or that include both home-based and center-based staff are to be approved by the Kansas Department of Health and Environment. Workshop sponsors must submit an application for training approval three months prior to the workshop date. Applications for training approval that are submitted with a time frame of less than three months are not guaranteed a response prior to the workshop.

Workshops for home-based providers within one county may be approved by the Child Care Facility Surveyor. Training must support the regulations and must be directly related to providing child care. Training topics must be identified in the ***Core Competencies for Early Care and Education Professionals in Kansas and Missouri***. Core Competency areas include Child Growth and Development; Learning Environment and Curriculum; Child Observation and Assessment; Families and Communities; Health, Safety, and Nutrition; Interactions with Children; Program Planning and Development; and Professional Development and Leadership. **KDHE or its agents does not approve learning activities or training containing religious content. KDHE or its agents does not approve learning activities or training for Make It/Take It Toy Workshops because the safety of the materials cannot be determined.** The intended audience of the training must be child care providers. When in doubt about approving training, contact the Kansas Department of Health and Environment. Use the following information when determining the amount of clock hours to be counted:

Readings

50 pages/hour average. Judgment may be used based on the difficulty of the material and the provider's reading level.

Video Tapes

Actual time spent viewing the tape. If the viewing is with a group of providers and discussion follows, the total time (video plus discussion) are to be included in the total time.

Workshops

Actual time spent in the presentation and discussion. Time for breaks and meals may not be included in the total number of clock hours.

Academic Credit or Continuing Education Units (CEU)

Only course work in relevant child care topics may apply to meeting the clock hour requirement for in-service training. One credit hour is equivalent to 15 clock hours. One CEU is equivalent to 10 clock hours.

Document by

Reviewing Report of Directed Readings and Video Viewing Form. All information on the form must be complete.

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Document by

Review Certificate of Attendance signed by workshop sponsor. Look for topic name, presenter, date, number of clock hours or time workshop started and ended and name of provider.

Document by

Obtain transcript. Look for child care topics. A grade of C or better must have been attained.

Observations

Must be in a licensed day care/child care facility (not registered) which has been in continuous operation for three years.

Document by

Review the Records of Observations Form. Observations can be completed in one or more facilities for home day care providers. All information on the form must be complete and include the signature of the care giver who was observed.

Work Experience

Supervised employment means the provider was working for someone else. A licensee cannot provide supervision for himself or herself.

With the exception of K.A.R. 28-4-114(l)(3) all experience must be in a licensed (not registered) facility.

Document by

Review employer's documentation of experience.

National Association for Family Day Care Accreditation

Document by

Review the Certificate of accreditation.

Program Director Approval

Provider must submit a complete application for program director review to the Kansas Department of Health and Environment.

Document by

Review the approval letter issued by the Kansas Department of Health and Environment.